Guidelines for completing the Departmental Appraisal

When writing your comments, bear in mind that applications are reviewed by a multidisciplinary selection committee, some members of which may not be familiar with the field or sub-field in which the candidate proposes to study.

Type your comments using a **12-point font** and do not exceed the space provided. **Additional pages will not be submitted to the selection committee.**

For the Department Head:

1. Read the application form, the two Letters of Appraisal, official transcripts and any other attachments.
2. Rank master's students and doctoral students separately - among other students at their level. Include any bachelor's-level applicants with the master's-level applicants.
3. In the section "Comments", discuss the strengths and weaknesses of the applicant's performance, abilities and proposed program of study.
4. In the section "Language training", comment on whether foreign language training is essential to the applicant's program, and the applicant's proficiency in the language(s).
5. When choosing if the applicant is a regular applicant or a direct-entry applicant, keep in mind the following definitions:

A **regular applicant** is defined as a student who enters a doctoral program after obtaining a terminal MA in any discipline. A terminal MA is defined as a stand-alone master's program degree that is not part of a combined MA/PhD program.

A **direct-entry applicant** is defined as a student who enters a doctoral program or a combined MA/PhD program directly from an undergraduate degree, without having ever completed a terminal MA in any discipline.

A **fast-track program** is defined as a student who is accelerating from a master’s program into a doctoral program without obtaining the master’s degree.

6. Forward the following documents to the Faculty of Graduate Studies:
   - Application form
   - Any other documents attached by the applicant
   - Two (2) Letters of Appraisal
   - Departmental Appraisal
   - All university level transcripts
   - Application Checklist

If you are the Head of a department and are also completing a Letter of Appraisal on behalf of an applicant, please ensure that another faculty member completes the Departmental Appraisal.

Important
You cannot save a form-fillable PDF file using Adobe Reader (a software available free from the Internet). If you are using Adobe Reader, **you can type your information directly into the form; however, once you close your document, your data is lost.**

We recommend that you compile your information in a word processor document. Once completed, you can then copy and paste this information into the PDF appraisal form. Your data will print only when you exit the field you have just completed. Print and sign the form.

Note: You may purchase Adobe Writer which will let you save your data to a directory.

Help
If you are having problems with your appraisal form, please consult the Frequently Asked Questions or contact the SSHRC Helpdesk by telephone at 613-995-4273 or by E-mail at webgrant@sshrc-crsh.gc.ca.

Departmental Appraisal

URGENT - DEADLINE MATERIAL

For Doctoral Award applicants registered at a Canadian university

To be completed by the Director of the department or designate. Note: Also available as a form-fillable PDF file at www.sshrc-crsh.gc.ca.

Name of applicant

Telephone

For completion by the Department

In comparison with other students at a similar level, this applicant is considered

○ outstanding ○ very good ○ good ○ average ○ below average

Among the _____ doctoral students from this department applying for an award in this competition, this applicant ranks _____ .

Among the _____ Master's and Bachelor's students from this department applying for an award in this competition, this applicant ranks _____ .

At the time of taking up the award, this applicant will be in the _____ year of the doctoral program and is expected to complete all degree requirements by _____ .

Was the applicant's ranking established by a departmental committee? ○ No ○ Yes

Comments

Language training

Is the applicant: a) a regular applicant? ☐ b) a direct-entry applicant? ☐ (see guidelines)

c) registered in a combined MA/PhD program? ☐ d) registered in a fast-track program? ☐ (see guidelines)

Name of department head (or designate)

Department/Division

Organization

E-mail

Telephone number

Date

Signature

Personal information will be stored in the Personal Information Bank for the appropriate program.

Social Sciences and Humanities Research Council of Canada
Conseil de recherches en sciences humaines du Canada
Canada